



Airport System Manager Virginia Sponsors Guide



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The *Airport System Manager: Virginia Sponsors Guide* has been prepared to assist users with the online submission of project requests and based aircraft surveys to the Virginia Department of Aviation (DOAV). The information in the guide is organized into the following sections.

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Note: The fictitious airport VA Skies Airport, with the identifier VAS, is used for examples throughout this guide.

If authorized users have questions about user accounts or the online submission processes, they should contact DOAV's ASM Help Desk staff:

Susan Simmers	804-236-3636
Stephen Smiley	804-236-3627

If sponsors have updates for the General Information module, they should send the changes to Susan Simmers at susan.simmers@doav.virginia.gov or Stephen Smiley at stephen.smiley@doav.virginia.gov.

Quick Steps to Enter a Project Request

1. login to ASM
2. select airport from drop-down box on menu bar
3. select Grant Requests module
4. select Grant Requests submodule
5. click  to open New Project popup box
6. enter the name of the project
7. click Save & Close button
8. select the new project from the list of projects
9. click CIP Data button at the bottom right of the screen
10. enter the fiscal year in the funding year field
11. select the project type from the drop-down box in the project type field
12. enter the project purpose or justification in the description field
13. enter the dollar amount for each of the funding sources as appropriate
14. move to Documents tab
15. click  for the appropriate document category
16. select the document type from the drop-down box in the document type field
17. select other projects with which the document is associated
18. click Choose File button to access the file to be uploaded
19. select the document to be added
20. click Save & Close button

Quick Steps to Submit a Project Request

1. select project to be submitted
2. click Submit button
3. click OK button on the certification popup box

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1.0 Introduction to Airport System Manager

Airport System Manager, referred to as ASM, is a software application developed for the management of state aviation systems. Virginia airport sponsors use ASM to submit project requests and based aircraft surveys online. DOAV is using ASM to manage data on Virginia airports, evaluate project requests, support grant management, and receive based aircraft surveys.

1.1 Overview of ASM

ASM is organized into modules and submodules, which are displayed along the left side of the screen. When a module is open, the module on the navigation bar is highlighted. Sponsors may access the Grant Requests and Based Aircraft Survey modules; they may view the General Information module.

1.1.1 General Information Module

Sponsors may view a variety of airport information in the General Information module, including:

- VATSP role and FAA service level;
- Virginia Aviation Board region and member contact information, and
- priority rating information for airport operational conditions and bonus points.

1.1.2 Grant Requests Module

Sponsors enter and submit project requests and supporting documentation through the Grant Requests module. Consultants may enter project requests and supporting documentation. Sponsors and consultants may view the status of a project in the Grant Requests module. The Grant Requests module is also used for the annual filing of Airport Capital Improvement Plans (ACIPs).

1.1.3 Based Aircraft Survey Module

Sponsors enter and submit their based aircraft surveys to DOAV using the Based Aircraft Survey module.

1.2 System Requirement

ASM operates on Chrome and Edge. ASM will not operate on Internet Explorer.

1.3 Authorized Users and Accounts

In accordance with the *Airport Program Manual*, sponsors are responsible for identifying authorized users of business applications utilized by DOAV and ensuring that agency required user forms are completed and submitted to DOAV. For ASM, a sponsor must identify the people who are to be authorized users on the sponsor's behalf and the tasks a user will be undertaking in the application. Sponsors must use the *DOAV Airport System Manager User Authorization* form to provide this information. Each authorized user must sign the accompanying *DOAV Airport System Manager External User Agreement*.

Upon receipt of both correctly completed forms, DOAV will open an account for a user. User accounts are active for 90 days. If an account has not been used within the 90-day period, the account will be automatically deactivated. A user must contact the DOAV ASM Helpdesk to have the account activated.

1.4 Passwords

Each authorized user is assigned a unique user name and password. These must be used the first time a user logs into ASM. DOAV encourages users to change their passwords once they begin using the application.

Passwords must meet requirements for minimum character length and the inclusion of numeric, upper-case, lower-case, and special characters to be valid. The current requirements are displayed on the change password screen within the application.

Passwords will expire after 45 days. When a password has expired, the user will be directed to change the password the next time the application is accessed.

Information on changing a password or retrieving a forgotten password is provided in the next chapter.

2.0 Login Process

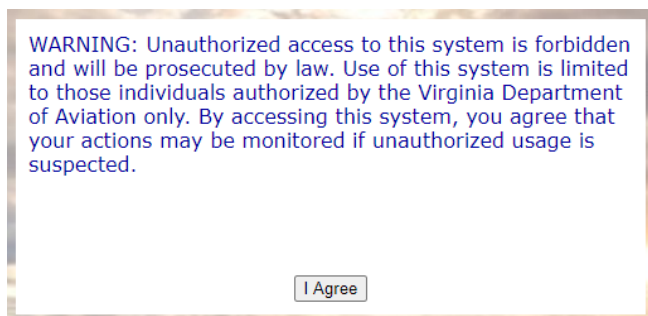
The login process involves a two-factor authentication for access. The login screen offers options to change a password or retrieve a forgotten password.

If an incorrect password is entered, the message *“Invalid logon credentials”* will appear on the screen. The user will need to enter the correct password.

If a user makes 3 unsuccessful attempts to login to the application, the user account will be locked. The user must wait 30 minutes before logging in to the application.

2.1 Login

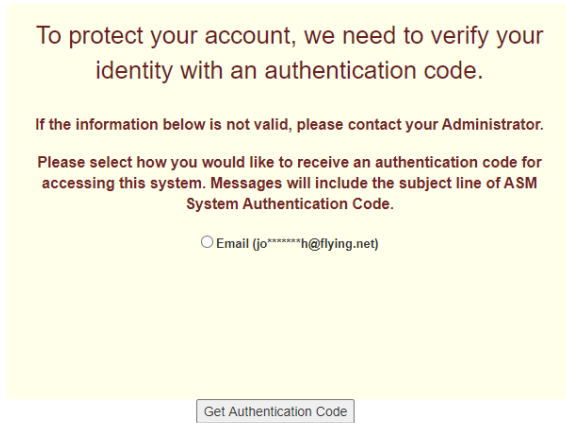
The application opens to the following warning screen. After the user clicks on the *I Agree* button, the login process begins.

A screenshot of the login screen titled "Sign in to Your SYSTEM MANAGER". It features two input fields: "User Name" and "Password". Below the "Password" field are two links: "Forgot password" and "Change password". At the bottom is a large blue button labeled "LOGIN".

Step 1: Enter user name and password.

Step 2: Click **LOGIN** button.

The first screen for the two-factor authentication process opens.



To protect your account, we need to verify your identity with an authentication code.

If the information below is not valid, please contact your Administrator.

Please select how you would like to receive an authentication code for accessing this system. Messages will include the subject line of ASM System Authentication Code.

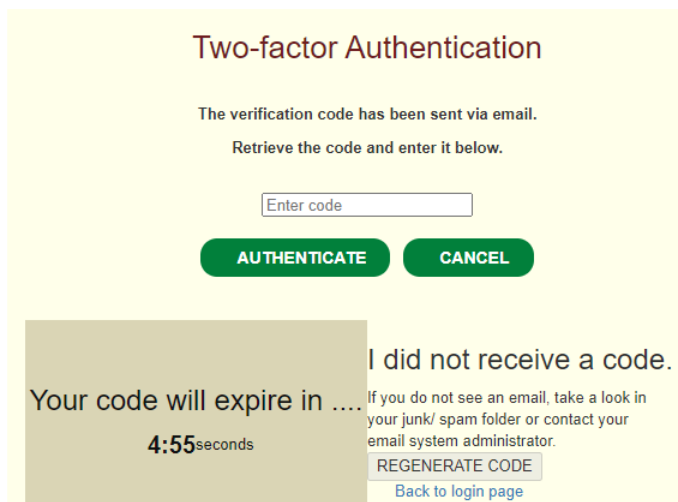
☐ Email (jo*****h@flying.net)

Get Authentication Code

Step 3: Select email address.

Step 4: Click **Get Authentication Code** button.

The user will receive an email from ASMSecurity@doav.virginia.gov with the header “ASM System Authentication Code”. The email will include the authentication code.



Two-factor Authentication

The verification code has been sent via email.

Retrieve the code and enter it below.

Enter code

AUTHENTICATE **CANCEL**

I did not receive a code.

Your code will expire in ... 4:55seconds

If you do not see an email, take a look in your junk/ spam folder or contact your email system administrator.

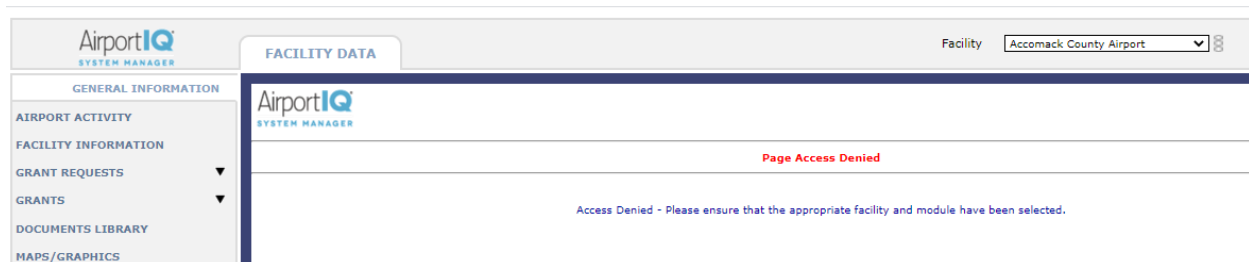
REGENERATE CODE

[Back to login page](#)

Step 5: Enter authentication code within 5 minutes.

Step 6: Click **AUTHENTICATE** button.

Once the login process is complete, ASM opens to the General Information module for the first airport in the facility list and the message *Page Access Denied* displays.



AirportIQ SYSTEM MANAGER

FACILITY DATA

Facility: Accomack County Airport

GENERAL INFORMATION

AIRPORT ACTIVITY

FACILITY INFORMATION

GRANT REQUESTS

GRANTS

DOCUMENTS LIBRARY

MAPS/GRAPHICS

Page Access Denied

Access Denied - Please ensure that the appropriate facility and module have been selected.

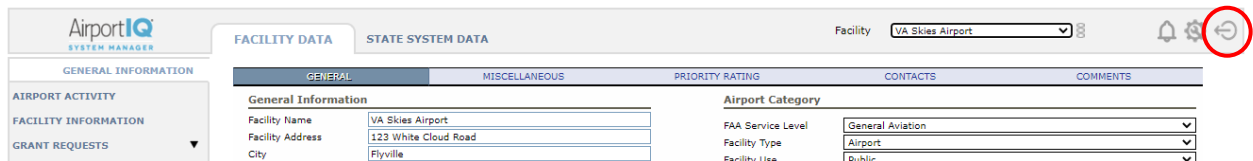
The user must select an airport in order for the airport’s data to populate. A user can move to other modules before making an airport selection.



2.2 Logout

Users can leave ASM by logging out of the program or by exiting the website. If a user logs out of the program, the sponsor will be returned to the warning screen. This option is useful if a user needs to end a work session and then return within a short time period.

To logout of ASM, click on the Logout icon on the menu bar.



2.3 Change Passwords

Users are encouraged to change their passwords as part of good IT security practices. If a user's password has expired, the user will be directed to the *Change Password* feature upon the next login.

The current password requirements are provided on the *Change Password* screen.

Change Password

User Name

Old Password

New Password

Confirm Password

CHANGE PASSWORD

CANCEL

Password Requirements

- * No spaces
- * Must be at least 9 characters in length
- * Must contain 3 or more numeric characters (0-9)
- * Must contain 2 or more upper-case characters (A-Z)
- * Must contain 2 or more lower-case characters (a-z)
- * Must contain 2 or more special characters ('!@#\$%^&*()')

Sign in to Your
SYSTEM MANAGER

User Name

Password

[Forgot password](#) [Change password](#)

LOGIN

Step 1: Enter user name.

Step 2: Click [Change password](#).

Change Password

User Name

Old Password

New Password

Confirm Password

CHANGE PASSWORD **CANCEL**

Password Requirements

- * Must be at least 6 characters in length
- * Must contain 2 or more numeric characters (0-9)
- * Must contain 2 or more upper-case characters (A-Z)
- * Must contain 2 or more special characters (!@#\$%^&*()')

Step 3: Enter current user name and password.

Step 4: Enter new password in both fields.

Step 5: Click **CHANGE PASSWORD** button.

The user will be returned to the login screen with a message that the password has been changed successfully. The user can then login with the new password.

2.4 Retrieve Forgotten Passwords

Users who have forgotten a password may use the *Forgot Password* feature to retrieve the information.

Sign in to Your
SYSTEM MANAGER

User Name

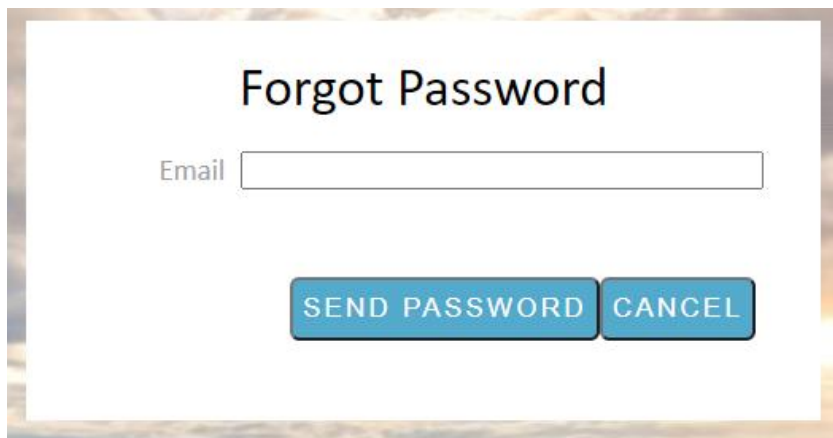
Password

[Forgot password](#) [Change password](#)

LOGIN

Step 1: Enter user name.

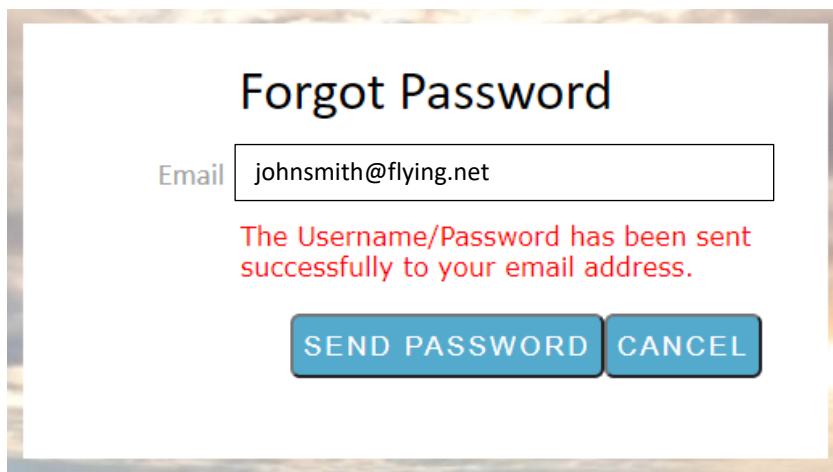
Step 2: Click [Forgot password](#).



The screenshot shows a web form titled "Forgot Password". Below the title is a text input field labeled "Email". The field is empty. At the bottom of the form are two blue buttons: "SEND PASSWORD" and "CANCEL".

Step 3: Enter email address.

Step 4: Click **SEND PASSWORD** button.



The screenshot shows the same "Forgot Password" form. The "Email" field now contains the text "johnsmith@flying.net". Below the field, a red message reads: "The Username/Password has been sent successfully to your email address." The "SEND PASSWORD" and "CANCEL" buttons remain at the bottom.

Step 5: Once the message displays, click **CANCEL** to return to the login screen.

The user will receive an email from ASMSecurity@doav.virginia.gov with the header "User Name/Password Reminder Service". The email will include the user name and password.

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3.0 Project Request Process

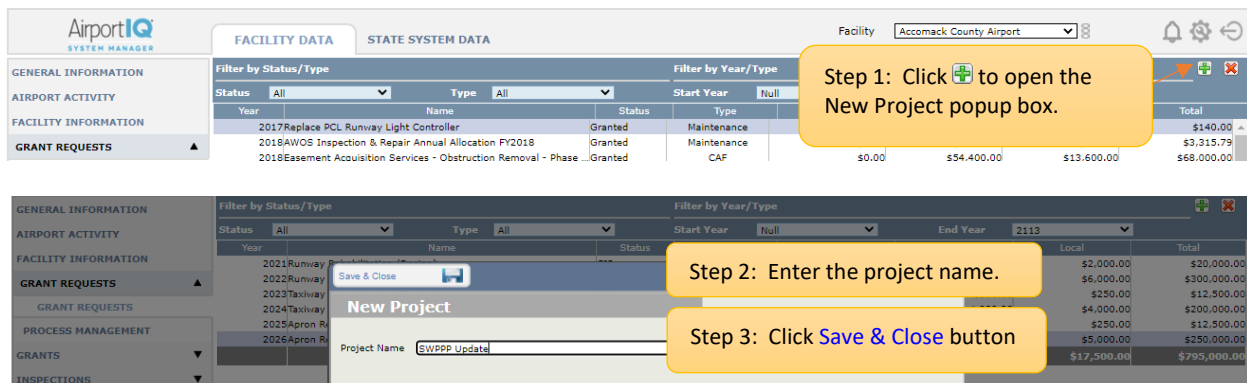
The Grant Requests submodule is used for entering project requests, uploading supporting documentation, and submitting project requests. The Process Management submodule offers another option for uploading supporting documentation.

To open the module, click on ▼ by the module title. A drop-down menu with the choices Grant Requests and Process Management will appear. To open Grant Requests or Process Management, click on the submodule name.



3.1 Enter a Project Request

Users need to open the Grant Requests submodule to enter project requests.



The project is then displayed at the top of the Grant Requests table.

Year	Name	Status	Type	FAA	State	Local	Total
2021	SWPPP Update	CIP	CAF	\$0.00	\$0.00	\$0.00	\$0.00
2021	Runway Rehabilitation (Design)	CIP	CAF	\$10,000.00	\$8,000.00	\$2,000.00	\$20,000.00
2022	Runway Rehabilitation (Construction)	CIP	CAF	\$270,000.00	\$24,000.00	\$6,000.00	\$300,000.00
2023	Taxiway Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
2024	Taxiway Rehabilitation (Construction)	CIP	CAF	\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
2025	Apron Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
2026	Apron Rehabilitation (Construction)	CIP	CAF	\$225,000.00	\$20,000.00	\$5,000.00	\$250,000.00
Total				\$707,500.00	\$70,000.00	\$17,500.00	\$795,000.00

Please note that all new entries show CAF as the project type. The project type can be changed when project information is entered.

All entries that have not been submitted will display CIP as the status.

To enter project information:

Facility: VA Skies Airport

Filter by Status/Type: Status: All Type: All Filter by Year/Type: Start Year: Null End Year: 2113

Year	Name	Status	Type	FAA	State	Local	Total
	SWPPP Update	CIP	CAF	\$0.00	\$0.00	\$0.00	\$0.00
	2021 Runway Rehabilitation (Design)	CIP	CAF	\$10,000.00	\$8,000.00	\$2,000.00	\$20,000.00
		CIP	CAF	\$270,000.00	\$24,000.00	\$6,000.00	\$300,000.00
		CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		CIP	CAF	\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
	2025 Apron Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
	2026 Apron Rehabilitation (Construction)	CIP	CAF	\$225,000.00	\$20,000.00	\$5,000.00	\$250,000.00
	Total			\$707,500.00	\$70,000.00	\$17,500.00	\$795,000.00

Buttons: Submit, CIP Data, Reports, Browsers

For Airport Capital Program projects:

Save & Close

Project Name: SWPPP Update Funding Year: 2021

Project Type: CAF Project Number:

Description:

BUDGET

Budget Items	FAA	State					Local	Total
		AC/R Discretion	GA Discretionary	Maintenance	Security	F&E		
Request	0.00	0.00	6,000.00	0.00	0.00	0.00	1,500.00	\$7,500.00
Total	0.00	0.00	6,000.00	0.00	0.00	0.00	1,500.00	\$7,500.00

For Airport Special Fund program projects:

Save & Close

Project Name: Rotating Beacon Repair Funding Year: 2021

Project Type: Maintenance Project Number:

Description: The drive motor on the rotating beacon has stopped working. CIP Communications confirmed this during troubleshooting earlier this week. The cost for a replacement motor and shipping is \$600. Estimated labor for CIP Communication is \$450. The total estimated repair cost is \$1,050.

BUDGET

Budget Items	FAA	State					Local	Total
		AC/R Discretion	GA Discretionary	Maintenance	Security	F&E		
Request	0.00	0.00	0.00	840.00	0.00	0.00	210.00	\$1,050.00
Total	0.00	0.00	0.00	840.00	0.00	0.00	210.00	\$1,050.00

Notes for Entering Cost Amounts

- Commas are not accepted by ASM.
- Sponsors of air carrier and reliever airports need to enter requested state discretionary amounts into the AC/R Discretionary field.
- Sponsors of general aviation airports need to enter the requested state discretionary amounts into the GA Discretionary field.
- A field for state entitlement funds is automatically displayed for air carrier airports.

Entered projects display in the Grant Requests table by fiscal year and alphabetically within each fiscal year.

AirportIQ SYSTEM MANAGER		FACILITY DATA		STATE SYSTEM DATA		Facility: VA Skies Airport			
GENERAL INFORMATION		Filter by Status/Type		Filter by Year/Type					
AIRPORT ACTIVITY		Status	All	Type	All	Start Year	Null	End Year	2113
FACILITY INFORMATION		Year	Name	Status	Type	FAA	State	Local	Total
GRANT REQUESTS		2021	Rotating Beacon Repair	CIP	Maintenance	\$0.00	\$840.00	\$210.00	\$1,050.00
GRANT REQUESTS		2021	Runway Rehabilitation (Design)	CIP	CAF	\$10,000.00	\$8,000.00	\$2,000.00	\$20,000.00
PROCESS MANAGEMENT		2021	SWPPP Update	CIP	CAF	\$0.00	\$6,000.00	\$1,500.00	\$7,500.00
GRANTS		2022	Runway Rehabilitation (Construction)	CIP	CAF	\$270,000.00	\$24,000.00	\$6,000.00	\$300,000.00
INSPECTIONS		2023	Taxiway Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		2024	Taxiway Rehabilitation (Construction)	CIP	CAF	\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
		2025	Apron Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		2026	Apron Rehabilitation (Construction)	CIP	CAF	\$225,000.00	\$20,000.00	\$5,000.00	\$250,000.00
		Total				\$707,500.00	\$76,840.00	\$19,210.00	\$803,550.00

3.2 Enter Supporting Documents

Sponsors must provide electronic versions of supporting documents for all project requests; the documents may be in Word, Excel, or PDF formats. Information on the supporting documentation required for the various funding programs can be found in DOAV's *Airport Program Manual*.

To enter supporting documentation in the Grant Requests submodule:

GENERAL INFORMATION
AIRPORT ACTIVITY
FACILITY INFORMATION
GRANT REQUESTS
GRANT REQUESTS
PROCESS MANAGEMENT
GRANTS
INSPECTIONS

Filter by Status/Type
Status: All Type: All
Filter by Year/Type
Start Year: Null End Year: 2113

Year	Name	Status	Type	FAA	State	Local	Total
2021	Rotating Beacon Repair	CIP	Maintenance	\$0.00	\$840.00	\$210.00	\$1,050.00
2021	Runway Rehabilitation (Design)	CIP	CAF	\$10,000.00	\$8,000.00	\$2,000.00	\$20,000.00
2021	SWPPP Update	CIP	CAF	\$0.00	\$6,000.00	\$1,500.00	\$7,500.00
2022	Runway Rehabilitation (Construction)	CIP	CAF	\$270,000.00	\$24,000.00	\$6,000.00	\$300,000.00
		CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		CIP	CAF	\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
		CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		CIP	CAF	\$225,000.00	\$20,000.00	\$5,000.00	\$250,000.00
						\$210.00	\$803,550.00

Step 1: Click on the project.
Step 2: Click **CIP Data** button.

Submit CIP Data Reports Browsers


Edit CIP Data

Project Name: SWPPP Update Funding Year: 2021
Project Type: CAF Project Number:
Description:

Step 3: Click **Documents** tab.

BUDGET DOCUMENTS

Airport Capital Program Documents
Maintenance, Security, & F&E Program Documents
Rural Airports Program

Step 4: Click  for the appropriate funding program.

Add Document

Document Type:

Location:

Date:

Project Association:

- Apron Rehabilitation (Construction)
- Apron Rehabilitation (Design)
- Rotating Beacon Repair
- Runway Rehabilitation (Construction)
- Runway Rehabilitation (Design)
- Taxiway Rehabilitation (Construction)
- Taxiway Rehabilitation (Design)

(hold down 'Ctrl' to select multiple projects)

File: No file chosen

Comments:

Step 5: Select the type of document. Appropriate document types will display for the different funding programs as noted below.

Step 6: Select all of the other projects to which the document applies, so the document can be entered for multiple projects at one time. The projects are listed alphabetically.

Step 7: Click **Choose File** button to access a file directory and select a file, similar to attaching a file to an email. Once selected, the file name will display here.

Step 8: Enter comments if needed.

Step 9: Click **Save** button.

Edit CIP Data

Project Name: Funding Year:

Project Type: Project Number:

Description:

Step 10: Click **Save & Close** button.

BUDGET		DOCUMENTS					
Airport Capital Program Documents							
Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	narrative	VAS Narrative SWPPP.docx	06/26/2020		electronic		View
<input type="checkbox"/>	narrative sketch	VAS Sketch SWPPP.pdf	06/26/2020		electronic		View

The uploaded documents will be listed and available for viewing in the Documents tab.

Users may also upload supporting documents into ASM through the Process Management. After selecting the project, the user will use the steps above, beginning with Step 4.

The document type choices for the different funding programs are:

Funding Program	Documents
Airport Capital Program	<ul style="list-style-type: none"> narrative narrative sketch environmental documentation other documentation
Facilities and Equipment Program	<ul style="list-style-type: none"> scope of work
Voluntary Security Program	<ul style="list-style-type: none"> quote/bid
Maintenance Program	<ul style="list-style-type: none"> project schedule
Rural Airports Program	<ul style="list-style-type: none"> sketch
Aviation and Airport Promotion Program	<ul style="list-style-type: none"> estimated budget

Please note that scopes of work, bids, and engineering contracts are not included in the list of documents for the Airport Capital Program. Those documents should be submitted directly to the appropriate DOAV planner or engineer for review and approval in accordance with the current version of the *Airport Program Manual*.

3.2.1 Delete a Supporting Document

To delete a document:

Edit CIP Data

Project Name: SWPPP Update Funding Year: 2021
 Project Type: CAF Project Number:
 Description:
 Save & Close

DOCUMENTS

Airport Capital Program Documents

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	narrative	VAS Narrative SWPPP.docx	06/26/2020		electronic		View
<input type="checkbox"/>	narrative sketch	VAS Sketch SWPPP.pdf	06/26/2020		electronic		View
<input checked="" type="checkbox"/>	narrative	Quote beacon repair.pdf	06/26/2020		electronic		View

Maintenance, Security, & E&E Program Documents

asm.doav.virginia.gov says

Delete selection?

OK: ✖ Delete record
 CANCEL: ✖ Do not delete.

Step 3: Click OK button.

OK Cancel

Edit CIP Data

Project Name: SWPPP Update Funding Year: 2021
 Project Type: CAF Project Number:
 Description:
 Save & Close

DOCUMENTS

Airport Capital Program Documents

Delete	Document Type	Document Title	Published	Comment	Location	Document Date	View
<input type="checkbox"/>	narrative	VAS Narrative SWPPP.docx	06/26/2020		electronic		View
<input type="checkbox"/>	narrative sketch	VAS Sketch SWPPP.pdf	06/26/2020		electronic		View

Maintenance, Security, & E&E Program Documents

3.3 Submit a Project Request

Sponsors need to open the Grant Requests choice to submit project requests.

The screenshot shows the 'Grant Requests' section of a software interface. On the left is a sidebar with navigation options: GENERAL INFORMATION, AIRPORT ACTIVITY, FACILITY INFORMATION, GRANT REQUESTS (selected), GRANT REQUESTS (sub-section), PROCESS MANAGEMENT, GRANTS, and INSPECTIONS. The main area displays a table of projects with columns for Year, Name, Type, Status, and various cost categories (FAA, State, Local, Total). The table lists several projects, including '2021Rotating Beacon Repair', '2021Runway Rehabilitation (Design)', '2021SWPPP Update', '2022Runway Rehabilitation (Construction)', and '2026Apron Rehabilitation (Construction)'. Two yellow callout boxes provide instructions: 'Step 1: Select the project.' points to the '2022Runway Rehabilitation (Construction)' row, and 'Step 2: Click Submit button.' points to the 'Submit' button at the bottom right of the table. Other buttons like 'CIP Data', 'Reports', and 'Browsers' are also visible.

Year	Name	Type	Status	FAA	State	Local	Total
2021	Rotating Beacon Repair	CIP	Maintenance	\$0.00	\$840.00	\$210.00	\$1,050.00
2021	Runway Rehabilitation (Design)	CIP	CAF	\$10,000.00	\$8,000.00	\$2,000.00	\$20,000.00
2021	SWPPP Update	CIP	CAF	\$0.00	\$5,000.00	\$1,500.00	\$7,500.00
2022	Runway Rehabilitation (Construction)	CIP	CAF	\$270,000.00	\$24,000.00	\$6,000.00	\$300,000.00
		CIP	CAF	\$11,250.00	\$1,000.00	\$250.00	\$12,500.00
		CIP	CAF	\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
2026	Apron Rehabilitation (Construction)	CIP				\$5,000.00	\$250,000.00
						\$210.00	\$803,550.00

The screenshot shows a 'Certification -- Webpage Dialog' window. It contains two text areas for certification. The first text area states: 'I hereby certify that documentation has been submitted to the Virginia Department of Aviation that shows the airport is free and clear of obstructions to navigational airspace in accordance with FAR Part 77 and/or 24VAC5-20-140 Minimum requirements for licensing obstructions and can meet the Runway End Siting Requirements under FAA Advisory Circular 150/5300-13A Airport Design.' The second text area, preceded by 'or', states: 'The project or projects requested are to remove obstructions so as to bring the airport into compliance with FAR Part 77 and/or 24VAC5-20-140 Minimum requirements for licensing obstructions and the Runway End Siting Requirements under FAA Advisory Circular 150/5300-13A Airport Design, or to resolve a safe for flight issue for the airport.' At the bottom right, there is a yellow callout box that says 'Step 3: Click OK button.' and two buttons labeled 'OK' and 'Cancel'.

When submitting projects, sponsors should keep in mind the following:

- Supporting documents must be entered before a project is submitted.
- Projects may be submitted individually.
- Multiple projects may be submitted together. To select multiple projects for submission, the sponsor needs to hold down the Control key and select the appropriate projects.

After a project is submitted, the project status changes to "Submitted". Sponsors cannot access the project request data or supporting documents once the status has changed from CIP.

If a sponsor identifies an error in the project request or a change in a project cost after the project request has been submitted, the sponsor needs to provide the DOAV project manager with a written notification of the error or change. The notification may be made by mail or email. The DOAV project manager will make the appropriate changes to the project request.

If a sponsor needs to submit documents after the project request has been submitted, the sponsor needs to send the documents to the DOAV project manager for entry into the application.

If a sponsor needs to withdraw a project request after it has been submitted to DOAV for evaluation, the sponsor must provide the DOAV project manager with a written request to withdraw the project. The request may be made by mail or email. DOAV will change the project status to CIP so the sponsor can access the data and supporting documents for a future submission or delete the request.

Consultants cannot submit projects for sponsors. When a consultant is working in ASM, the submit button will not appear in the Grant Requests module.

3.4 Delete a Project Request

Users may delete a project request with a status of CIP from the Grant Requests module. When a project is deleted, all supporting documents are also deleted. Projects can only be deleted individually.

The screenshot displays the Grant Requests module interface. On the left is a sidebar with navigation options: GENERAL INFORMATION, REPORT ACTIVITY, FACILITY INFORMATION, GRANT REQUESTS (selected), PROCESS MANAGEMENT, PLANTS, and SPECTIONS. The main area shows a table of projects with columns for Year, Name, Status, Type, FAA, State, and Total. A yellow callout box labeled "Step 1: Select the project." points to the "2021 Rotating Beacon Repair" row. Another yellow callout box labeled "Step 2: Click [X]" points to the delete icon in the top right corner of the table. Below the table, a confirmation dialog box is open, titled "asm.doav.virginia.gov says Are you sure you want to delete the selected Project?". It contains the text "OK: * Delete record" and "CANCEL: * Do not delete." and has "OK" and "Cancel" buttons. A yellow callout box labeled "Step 3: Click OK button." points to the "OK" button.

Year	Name	Status	Type	FAA	State	Total
2021	PAPI bulbs	CIP	CAF	\$0.00	\$40	\$500.00
2021	Rotating Beacon Repair	CIP	Maintenance	\$0.00	\$84	\$1,050.00
		CIP	CAF	\$10,000.00	\$8,000.00	\$20,000.00
		CIP	CAF	\$0.00	\$6,000.00	\$7,500.00
		CIP	CAF	\$270,000.00	\$24,000.00	\$300,000.00
		CIP	CAF	\$11,250.00	\$1,000.00	\$12,500.00
2024	Taxiway Rehabilitation (Construction)	CIP	CAF	\$180,000.00	\$16,000.00	\$200,000.00
2025	Apron Rehabilitation (Design)	CIP	CAF	\$11,250.00	\$1,000.00	\$12,500.00

asm.doav.virginia.gov says
Are you sure you want to delete the selected Project?

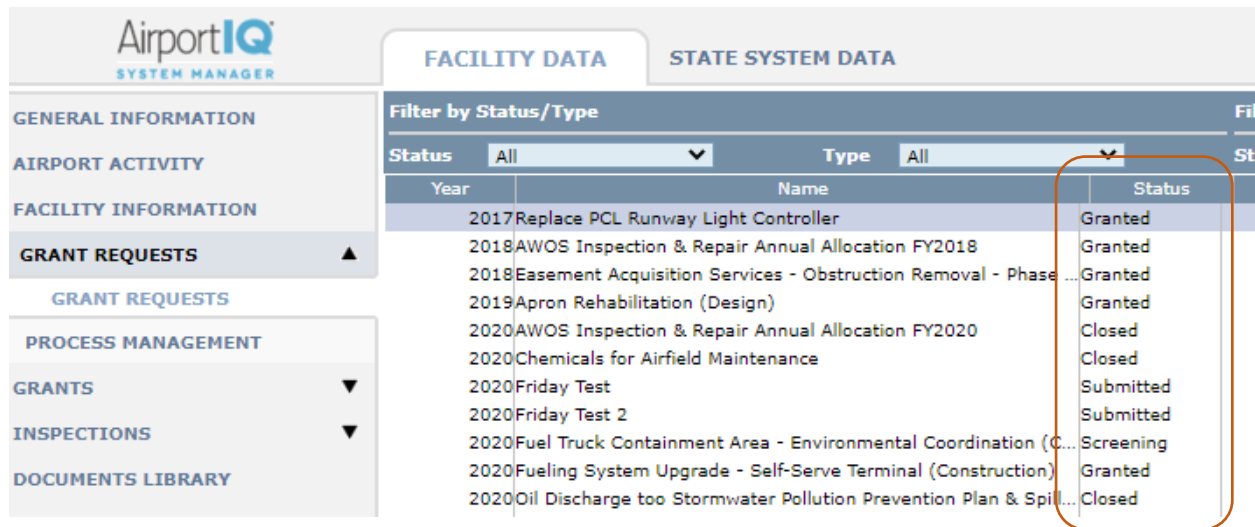
OK: * Delete record
CANCEL: * Do not delete.

OK Cancel

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4.0 Project Status

Users can view the status of a project request in the Grants Requests submodule.



DOAV uses the following project statuses:

Status	Use
CIP	<ul style="list-style-type: none">• indicates a project request has been entered into the system
Submitted	<ul style="list-style-type: none">• indicates a project request has been submitted to DOAV for evaluation
Screening	<ul style="list-style-type: none">• indicates a project request is being evaluated by DOAV
Priority Rating	<ul style="list-style-type: none">• indicates an Airport Capital Program project request has been given a project priority score
Tentative Allocation	<ul style="list-style-type: none">• indicates a tentative allocation has been awarded by the Virginia Aviation Board for an Airport Capital Program project request• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that requires a grant
Granted	<ul style="list-style-type: none">• indicates a grant has been executed for an Airport Capital Program project• indicates a grant has been executed for an Airport Special Fund Program project request that requires a grant agreement• indicates an allocation has been awarded by DOAV staff for an Airport Special Fund Program project request that does not require a grant
Closed	<ul style="list-style-type: none">• indicates a final reimbursement request for a project has been processed by a project manager

Sponsors can only access or delete project requests with a project status of CIP. If sponsors have questions about project requests with other statuses, they should contact their DOAV project managers for assistance.

Sponsors can use the filter and sort features to modify the project listing shown on the Grant Requests screen.

4.1 Filter Feature

The filter feature allows users to select specific groups of projects for viewing. The listing of projects can be filtered by project status, project type, and fiscal year, either for a single year or a range of years. The filters can be used individually or in combination with each other.

The project status and project type filters are selected from the drop-down boxes. The fiscal year filters are selected by choosing a beginning and ending fiscal year from the drop-down boxes.

Filter by Status/Type				Filter by Year/Type			
Status	All	Type	All	Start Year	Null	End Year	2113
Year	Name	Status	Type	FAA	State	Local	Total
2017	Replace PCL Runway Light Controller	Granted	Maintenance	\$0.00	\$112.00	\$28.00	\$140.00
2018	Easement Acquisition Services - Obstruction	F&E	CAF	\$0.00	\$54,400.00	\$13,600.00	\$68,000.00
2018	AWOS Inspection & Repair Annual Allocation	Security	Maintenance	\$0.00	\$3,150.00	\$165.79	\$3,315.79
2019	Apron Rehabilitation (Design)	Aviation Promotion	CAF	\$94,500.00	\$8,400.00	\$2,100.00	\$105,000.00
2020	Painting - Conference Room	Air Service Development	Maintenance	\$0.00	\$1,400.00	\$350.00	\$1,750.00
2020	Oil Discharge too Stormwater Pollution Prevention	Rural Airports	CAF	\$0.00	\$15,022.12	\$3,755.53	\$18,777.65
2020	AWOS Inspection & Repair Annual Allocation FY2020	Aviation/Airport Promotion	Maintenance	\$0.00	\$2,185.00	\$115.00	\$2,300.00
2020	Chemicals for Airfield Maintenance	Closed	Maintenance	\$0.00	\$1,543.25	\$0.00	\$1,543.25
2020	Fueling System Upgrade - Self-Serve Terminal (Construction)	Granted	CAF	\$0.00	\$11,885.00	\$5,854.00	\$17,739.00
2020	Replace Slide Gate Safety Edge Transmitter	Closed	Maintenance	\$0.00	\$353.72	\$88.43	\$442.15

4.2 Sort Feature

The sort feature allows users to reorder the project listing. The listing can be sorted by each of the columns.

Filter by Status/Type				Filter by Year/Type			
Status	All	Type	All	Start Year	Null	End Year	2113
Year	Name	Status	Type	FAA	State	Local	Total
2017	Replace PCL Runway Light Controller	Granted	Maintenance	\$0.00	\$112.00	\$28.00	\$140.00
2018	AWOS Inspection & Repair Annual Allocation	Closed	Maintenance	\$0.00	\$3,150.00	\$165.79	\$3,315.79
2018	Easement Acquisition Services Phase 5	Closed	CAF	\$0.00	\$54,400.00	\$13,600.00	\$68,000.00
2019	Apron Rehabilitation	Closed	CAF	\$94,500.00	\$8,400.00	\$2,100.00	\$105,000.00
2020	AWOS Inspection & Repair Annual Allocation FY2020	Closed	Maintenance	\$0.00	\$2,185.00	\$115.00	\$2,300.00
2020	Chemicals for Airfield Maintenance	Closed	Maintenance	\$0.00	\$1,543.25	\$0.00	\$1,543.25
2020	Fuel Truck Containment Area - Environmental Coordination (...)	Screening	CAF	\$0.00	\$12,000.00	\$3,000.00	\$15,000.00
2020	Fueling System Upgrade - Self-Serve Terminal (Construction)	Granted	CAF	\$0.00	\$11,885.00	\$5,854.00	\$17,739.00
2020	Oil Discharge too Stormwater Pollution Prevention Plan & Spill...	Closed	CAF	\$0.00	\$15,022.12	\$3,755.53	\$18,777.65
2020	Painting - Conference Room	Granted	Maintenance	\$0.00	\$1,400.00	\$350.00	\$1,750.00
2020	Replace Slide Gate Safety Edge Transmitter	Closed	Maintenance	\$0.00	\$353.72	\$88.43	\$442.15
2020	Replacement Enforcer - Equipment & Spares	Screening	CAF	\$0.00	\$138,000.00	\$0.00	\$138,000.00
2021	AWOS Annual FY21	Submitted	Maintenance	\$100,000.00	\$8,000.00	\$2,000.00	\$110,000.00
2021	East Apron Rehabilitation (Construction)	CIP	Maintenance	\$0.00	\$80,000.00	\$20,000.00	\$100,000.00
2021	Obstruction Removal - Easement Acquisition Phase 112	Screening	CAF	\$40,500.00	\$3,600.00	\$900.00	\$45,000.00
2021	Obstruction Removal - Easement Acquisition Services Phase ...	Submitted	CAF	\$61,200.00	\$0.00	\$0.00	\$61,200.00

Filter by Status/Type				Filter by Year/Type			
Status	All	Type	All	Start Year	Null	End Year	2113
Year	Name	Status	Type	FAA	State	Local	Total
2025	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$0.00	\$68,000.00	\$17,000.00	\$85,000.00
2025	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$87,300.00	\$0.00	\$0.00	\$87,300.00
2025	Obstruction Removal - Easement Acquisition Phase 5	CIP	CAF	\$22,500.00	\$2,000.00	\$500.00	\$25,000.00
2026	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$76,500.00	\$0.00	\$0.00	\$76,500.00
2026	Obstruction Removal - Easement Acquisition Phase 6	CIP	CAF	\$27,000.00	\$2,400.00	\$600.00	\$30,000.00
2025	Obstruction Removal - Off-Airport Phase 1 (Construction)	CIP	CAF	\$315,000.00	\$28,000.00	\$7,000.00	\$350,000.00
2024	Obstruction Removal - Easement Acquisition Phase 4	CIP	CAF	\$9,000.00	\$800.00	\$200.00	\$10,000.00
2023	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$0.00	\$44,800.00	\$11,200.00	\$56,000.00
2023	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$76,500.00	\$0.00	\$0.00	\$76,500.00
2024	Obstruction Removal - Off-Airport Phase 1 (Design)	CIP	CAF	\$76,500.00	\$6,800.00	\$1,700.00	\$85,000.00
2024	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$0.00	\$77,600.00	\$19,400.00	\$97,000.00
2024	Obstruction Removal - Easement Acquisition Service Phase 4...	CIP	CAF	\$50,400.00	\$0.00	\$0.00	\$50,400.00
2026	Obstruction Removal - Easement Acquisition Services Phase ...	CIP	CAF	\$0.00	\$108,000.00	\$27,000.00	\$135,000.00

A triangle will appear in the column heading to indicate that a sorting option has been selected. A second click on the column heading will reverse the order. Ascending order is indicated by ▲, and descending order is indicated by ▼.

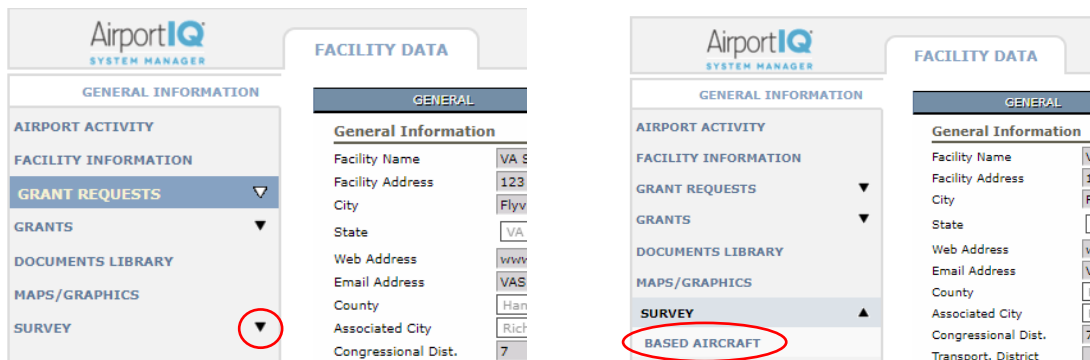
5.0 Based Aircraft Survey

Sponsors will submit their Based Aircraft Surveys by revising and certifying based aircraft data in the ASM survey module.

The survey can be opened and closed as needed until all the revisions are complete. The survey must be saved each time before it is closed or changes will be lost.

Sponsors can generate reports of their based aircraft data at any time.

To open the module, click on the ▼ by the module title. A drop-down menu with the choice Based Aircraft. To open the survey, click on the submodule name.



Based Aircraft

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-32 Cherokee S	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richm	804-555-2002
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546
N7126U	1	Cessna	C-180	Fixed Wing Single-Engine	Brian Topping	208 Lakeside Trail Richm	804-555-2251

In the survey module, the records are listed by N-number. To view the records in a different order, such as by make or owner name, click on the appropriate column heading. A triangle will appear in the column heading to indicate that a sorting option has been selected. A second click on the heading will change the order from ascending to descending. Ascending order is indicated by ▲, and descending order is indicated by ▼.

Based Aircraft

N Number	Eng.	Make ▲	Model	Type	Owner Name	Owner Address	Owner Phone
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N7126U	1	Cessna	C-180	Fixed Wing Single-Engine	Brian Topping	208 Lakeside Trail Richm	804-555-2251
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101

To see all of the text in a field, place the cursor over the text shown, and the full text will be displayed.

N Number	Eng.	Make	Model	Type
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine
N3364W	1	Piper	PA-32 Cherokee S	Fixed Wing Single-Engine
N39574	1	Luscombe	8	Fixed Wing Single-Engine
N4549C	1	Bell	206 Jet Range	PA-32 Cherokee Six

The following criteria must be followed as an entry is being added or edited in the Based Aircraft Survey:

Field	Criteria
N-number	<ul style="list-style-type: none"> The N-number for an aircraft must contain the leading "N". If FAA does not issue an N-number for an aircraft, the field for the N-number should be left blank.
Make/Model	<ul style="list-style-type: none"> Every make and model of aircraft are not included in ASM. Like aircraft have been grouped to simplify adding and editing data. Homebuilt and experimental aircraft selections can be found under the make of "Homebuilt". If the make or model needed for an aircraft is not found, please contact DOAV.
Aircraft Owner	<ul style="list-style-type: none"> The aircraft owner must be listed in the survey, not the person or entity leasing hangar or apron space.

5.1 Revising Based Aircraft Data

Data revision involves adding records for aircraft new to an airport, editing information for an aircraft or owner in an existing record, or deleting records for aircraft no longer at an airport.

5.1.1 Add a Record

Based Aircraft

Step 1: Click .

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richm	804-555-2002
N3364W	1	Piper	PA-22 Cherokee S	Fixed Wing Single-Engine	Howard T. Griggs	PO Box 8011 Richmond, VA	804-555-5000

Based Aircraft - Google Chrome
Not secure | asmtest.doav.virginia.gov/webapp/Su...

Aircraft Details
N Number
Make
Model
Aircraft Type
of Engines

Owner Details
Full Name
Address
City
State
ZIP
Phone Number (Format: 123-456-7890)

Step 2: Enter aircraft and owner information.
Selections for make, model, and aircraft type are provided in drop-down lists.

Step 3: Click **Save** button.


The new record will display by N-number.

Based Aircraft

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richmond	804-555-2002
N3364W	1	Piper	PA-32 Cherokee S	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N3434S	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith	10101 Jamestown Lane Ri	804-555-1234
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546
N7126U	1	Mooney	M20E	Jet	Brian Topping	208 Lakeside Trail Richm	804-555-2251

5.1.2 Edit a Record

Based Aircraft

Step 2: Click .

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richmond	804-555-2002
N3364W	1	Piper	PA-32 Cherokee S	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N3434S	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith	10101 Jamestown Lane Ri	804-555-1234
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546
N7126U	1	Mooney	M20E	Jet	Brian Topping	208 Lakeside Trail Richm	804-555-2251
N765L	2	Smith	Aerostar 601	Fixed Wing Multi-Engine P	Lee Townsend	802 Brunswick Ave. Richm	804-555-4771

Step 1: Select a record.

FACILITY DATA STATE SYSTEM DATA

Based Aircraft

N Number	Eng.	Make	Model	Type	Owner
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long
N3364W	1	Piper	PA-32 Cherokee S	Fixed Wing Single-Engine	Howard I. Griggs
N3434S	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts
N7126U	1	Mooney	M20E	Jet	Brian Topping
N765L	2	Smith	Aerostar 601	Fixed Wing Multi-Engine P	Lee Townsend

Step 3: Edit data as needed.

Certification

In accordance with Virginia Administrative Code 24 VAC 5-20-350. Annual aircraft survey and report survey is complete and accurate.

Certification

Person Completing Report: John Roberts (Airport Manager)

Full Name: 804-555-2363

Phone Number: 804-555-5000

Date Completed: 01/17/2020

Step 4: Click **Save** button.

Aircraft Details

N Number: N3364W

Make: Cessna

Model: C-172

Aircraft Type: Fixed Wing Single-Engine Pist

of Engines: 1

Owner Details

Full Name: Howard I. Griggs

Address: PO Box 8011

City: Richmond State: VA ZIP: 23235

Phone Number (Format: 123-456-7890): 804-555-5000

Save Cancel


The edited data will display by N-number.

Based Aircraft

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richmond	804-555-2002
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N3434S	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith	10101 Jamestown Lane Ri	804-555-1234
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101

5.1.3 Delete a Record

Based Aircraft

Step 2: Click .

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richm	804-555-2002
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N34345	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith	10101 Jamestown Lane Ri	804-555-1234
			8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
			206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546
			M205	Jet	Brian Topping	208 Lakeside Trail Richm	804-555-7251

Step 1: Select a record.

asm.doav.virginia.gov says
Delete selected aircraft?

Step 3: Click **OK** button.

OK Cancel

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richm	804-
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-
N34345	1	Piper	PA-20 Pacer	Fixed Wing Single-Engine	John Smith	10101 Jamestown Lane Ri	804-
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-

The deleted record will no longer display.

Based Aircraft

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richm	804-555-2002
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richm	804-555-7546

5.2 Certify Data

After all revisions have been made, the person completing the survey will need to update the certification and save the survey. The current completion date needs to be provided. Please note that the year needs to have four digits ("1/14/2020" instead of "1/4/20").

Certification

In accordance with Virginia Administrative Code 24 VAC 5-20-350. Annual aircraft survey and report of financial responsibility, the authorized sponsor representative hereby certifies that the information contained in this survey is complete and accurate.

Certification

Person Completing Report

John Roberts Airport Manager

Full Name Title

804-555-2363 jroberts@flying.net

Phone Number Email Address

Date Completed 01/14/2020

Step 1: Update data for all fields as needed.

Step 2: Click **Save Survey** button.

Reports Save Survey

5.3 Generate a Based Aircraft Survey Report

FACILITY DATA
Facility VA SKies Airport

Based Aircraft

N Number	Eng.	Make	Model	Type	Owner Name	Owner Address	Owner Phone
N3216U	1	Piper	PA-28	Fixed Wing Single-Engine	Richard Long	8678 Durren Road Richmo	804-555-2002
N3364W	1	Cessna	C-172	Fixed Wing Single-Engine	Howard I. Griggs	PO Box 8011 Richmond, V	804-555-5000
N39574	1	Luscombe	8	Fixed Wing Single-Engine	Edwin Davidson	PO Box 1025 Richmond, V	804-555-2101
N4549C	1	Bell	206 Jet Ranger	Helicopter	William Potts	852 Lakepointe Dr Richmo	804-555-7546
N7126U	1	Mooney	M20E	Jet	Brian Topping	208 Lakeside Trail Richmo	804-555-2251
N765L	2	Smith	Aerostar 601	Fixed Wing Multi-Engine P	Lee Townsmond	802 Brunswick Ave. Richm	804-555-4721

Certification

In accordance with Virginia Administrative Code 24 VAC 5-20-350. Annual aircraft survey and report of financial responsibility, the authorized sponsor representative hereby survey is complete and accurate.

Certification

Person Completing Report

John Roberts

Full Name

804-555-2363

Phone Num

Airport Manager

Title

jroberts@flying.net

Date Completed 01/14/2020

Reports
Based Aircraft Survey (Current Facility Only)

Step 2: Select **Based Aircraft Survey (Current Facility Only)**.

Step 1: Select **Reports** menu.

File Home Insert Page Layout Formulas Data Review View Developer Power Pivot ACRO

Cut Copy Paste Format Painter

Clipboard Font

A1 Airport

	A	B	C	D	E	F	G	H	I	J	K
1	Airport	Based Aircraft	Aircraft Ty	NNumber	Engines	Aircraft M	Aircraft M	Owner's N	Owner's A	Owner's P	Year
2	VA SKies A	#####	Fixed Win	N3216U	1	Piper	PA-28	Richard Lc	8678 Durre	804-555-20	2020
3	VA SKies A	#####	Fixed Win	N3364W	1	Cessna	C-172	Howard I.	PO Box 80	804-555-50	2020
4	VA SKies A	#####	Fixed Win	N39574	1	Luscombe	8	Edwin Dav	PO Box 10	804-555-21	2020
5	VA SKies A	#####	Helicopte	N4549C	1	Bell	206 Jet Ra	William P	852 Lakep	804-555-75	2020
6	VA SKies A	#####	Jet	N7126U	1	Mooney	M20E	Brian Top	208 Lakesi	804-555-22	2020
7	VA SKies A	#####	Fixed Win	N765L	2	Smith	Aerostar 6	Lee Town	802 Brun	804-555-47	2020
8											

Step 3: Format the Excel spreadsheet as needed and save the spreadsheet.

It is recommended that the spreadsheet be saved with the extension .xlsx instead of .csv.

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6.0 Airport Capital Improvement Plan and Report

In accordance with the current *Airport Program Manual*, sponsors are responsible for filing and maintaining their file Airport Capital Improvement Plans (ACIPs) through ASM. Users utilize the Grant Requests submodule to update existing project entries and add new project entries for at least a six-year period. A project entry consists of

- planned fiscal year;
- project name, and
- estimated costs for federal, state, and local costs as appropriate.

Users are encouraged to run and save a report when changes are made to the six-year plan. The report may also be used for obtaining project listings for other needs, based on the filter selections.

The screenshot displays the ACIP interface with two filter tabs: 'Filter by Status/Type' and 'Filter by Year/Type'. The 'Filter by Status/Type' tab is active, showing 'Status' as 'CIP' and 'Type' as 'CAF'. The 'Filter by Year/Type' tab shows 'Start Year' as '2021' and 'End Year' as '2026'. Below the filters is a table of project entries with columns for Year, Name, Status, Type, FAA, State, Local, and Total. A yellow callout box labeled 'Step 1: Select status, project type, star year and end year.' points to the filter settings. Below the table, there are three yellow callout boxes: 'Step 2: Select Reports menu.' and 'Step 3: Select CIP Report.' pointing to the 'Reports' and 'CIP Report' buttons respectively. The 'CIP Report' button is highlighted in blue. Below the buttons is a 'Project Information Summary' section.

Year	Name	Status	Type	FAA	State	Local	Total
2021	Obstr			\$54,000.00	\$4,800.00	\$1,200.00	\$60,000.00
2022	Obstr			\$450,000.00	\$4,000.00	\$10,000.00	\$464,000.00
2023	Runw			\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
2024	Runway Rehabilitation (Construction)	CIP	CAF	\$900,000.00	\$80,000.00	\$20,000.00	\$1,000,000.00
2025	Apron Expansion (Design)	CIP	CAF	\$63,000.00	\$5,600.00	\$1,400.00	\$70,000.00
2026	Apron Expansion (Construction)	CIP	CAF	\$360,000.00	\$32,000.00	\$8,000.00	\$400,000.00
	Total			2,007,000.00	142,400.00	44,600.00	\$2,194,000.00

Step 1: Select status, project type, star year and end year.

Step 2: Select [Reports](#) menu.

Step 3: Select [CIP Report](#).

Submit CIP Report Reports Browsers

Project Information Summary

ASM generates the report in PDF format. All projects entered into the Grant Requests module that match the filter criteria appear in the reports. Projects are listed by fiscal year and alphabetically within each fiscal year. The example below is a partial screen shot.

Capital Improvement Program Report

Department of Aviation Commonwealth of Virginia

VA SKies Airport

Report Filter - Types: CAF Projects, Statuses: CIP

Year	Project Name	Status	FAA	State	Local	Total
CAF Projects						
2021						
	Obstruction Removal (Design)	CIP	54,000.00	4,800.00	1,200.00	\$60,000.00
	SubTotal:		\$54,000.00	\$4,800.00	\$1,200.00	\$60,000.00
2022						
	Obstruction Removal (Construction)	CIP	450,000.00	4,000.00	10,000.00	\$464,000.00
	SubTotal:		\$450,000.00	\$4,000.00	\$10,000.00	\$464,000.00
2023						
	Runway Rehabilitation (Design)	CIP	180,000.00	16,000.00	4,000.00	\$200,000.00
	SubTotal:		\$180,000.00	\$16,000.00	\$4,000.00	\$200,000.00
2024						
	Runway Rehabilitation (Construction)	CIP	900,000.00	80,000.00	20,000.00	\$1,000,000.00
	SubTotal:		\$900,000.00	\$80,000.00	\$20,000.00	\$1,000,000.00
2025						
	Apron Expansion (Design)	CIP	63,000.00	5,600.00	1,400.00	\$70,000.00

7.0 Airport General Information

Users can view a variety of data on their airports in the General Information module, including general facility data, dates, and contact information. The General Information module is separated into general, miscellaneous, priority rating, contacts and comments tabs.

Sponsors are encouraged to periodically review this information, especially the information on priority points and contacts. Updates to information in this module should be forwarded to DOAV, as noted on page i.

7.1 General Tab

The General tab contains information on a facility's location, identifiers, and service roles. The General tab also provides the issuance and expiration dates and type of public-use airport licenses.

GENERAL	MISCELLANEOUS	PRIORITY RATING	CONTACTS	COMMENTS
General Information				
Facility Name: VA SKies Airport				
Facility Address: 123 White Cloud Road				
City: Flyville				
State: VA Zip Code: 23235				
Web Address: www.VASKies.com				
Email Address: VASKies@flying.net				
County: Hanover				
Associated City: Richmond				
Congressional Dist.: 7				
Transport. District:				
State Senate: 4				
State Assembly: 55				
State Classification: GR				
Identifiers				
Location Identifier: VAS Latitude: 36-41-12.900N				
FAA Site Number: 12345.*A Longitude: 077-28-58.100W				
NPIAS Number: 51-0090 Elevation: 127				
FAA AIP Number: 0090				
Airport Category				
FAA Service Level: General Aviation				
Facility Type: Airport				
Facility Use: Public				
Facility Ownership: Public				
Air Carrier Service: No				
Part 139 Status: NA				
System Plan: <input type="checkbox"/>				
Certificates				
Date Issued: 10/01/2015				
Date Expires: 09/30/2022				
Certificate Type: Full License				
Certificates				
Browsers Reports				

7.2 Miscellaneous Tab

The Miscellaneous tab contains general and date information related to an airport. The most recent dates for the items within each category and related comments are recorded in this tab.

GENERAL	MISCELLANEOUS	PRIORITY RATING	CONTACTS	COMMENTS
General				
Delete	Item	Description	Comments	
<input type="checkbox"/>	Master Agreement	11/27/2017		
<input type="checkbox"/>	Unmitigated Obstructions	No		
<input type="checkbox"/>	financial responsibility received	01/24/2020		
<input type="checkbox"/>	Based Aircraft Summary Received	01/15/2020		
<input type="checkbox"/>	Service Role	GR		
<input type="checkbox"/>	Planning Region	6		
<input type="checkbox"/>	Coastal Resources Area	No		
<input type="checkbox"/>	Planning District	18		

The Miscellaneous Tab includes:

Item	Content
Unmitigated Obstructions	presence of unmitigated obstructions affecting funding per current Virginia Aviation Board policy
Planning Region	Virginia Aviation Board region
Service Role	state service role as: <ul style="list-style-type: none"> • CS - air carrier airport • RL - reliever airport • GR - regional general aviation airport • GC - community general aviation airport • LO - local service general aviation airport
Coastal Resources Area	inclusion in the Virginia Coastal Resources Management Area indicating the need for a coastal zone consistency certification for projects

7.3 Priority Rating Tab

The Priority Rating tab in the General Information module contains airport characteristic information. This information is used in the priority system scoring for Airport Capital Program project requests. Details on the scoring process and values can be found in DOAV's *Airport Program Manual*.

GENERAL	MISCELLANEOUS	PRIORITY RATING	CONTACTS
Airport Operational Conditions			
Item	Description		Comments
Height Restrictive Zoning	Yes		
Minimum standards set by code	minimum standards have been met		
Airport Maintenance	satisfactory		
Airport Service Role			
Item	Description		Comments
Service Role	Regional General Aviation Airport		
Security Certification Status			
Item	Description		Comments
Security Certification	meets elements of 2/17 policy		
IT Security Training			
Item	Description		Comments
IT Security Certification	meets policy		

7.4 Contacts Tab

The Contacts tab contains names and information for contacts connected to the airport. The contacts are listed by the function they serve for an airport. A person may be listed more than once, depending on the functions associated with the sponsor and airport. The function of airport owner is used to identify the contact to be listed on the funding request summary report that is part of the Virginia Aviation Board package.

GENERAL	MISCELLANEOUS	PRIORITY RATING	CONTACTS	COMMENTS	
<input checked="" type="checkbox"/> Show Inactive Contacts					
Function	Service	Company	Contact	Address	Phone
Airport Manager		VA Skies Airport Active	Roberts, John jroberts@flying.net Active	Business 123 White Cloud Road Richmond, VA 23235	Business 804-555-1234
Airport Owner		VA Skies Authority Active	Hobbs, William whobbs@flying.net Active	Business 123 White Cloud Road Emporia, VA 23847	
DOAV Engineer		Virginia Department of Aviation www.doav.virginia.gov Active	Wells, Amy amy.wells@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3645
DOAV Planner		Virginia Department of Aviation www.doav.virginia.gov Active	Smiley, Stephen stephen.smiles@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3627
DOAV Promotions		Virginia Department of Aviation www.doav.virginia.gov Active	Wilson, Betty betty.wilson@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-225-3783
DOAV S&F Engineer		Virginia Department of Aviation www.doav.virginia.gov Active	Jordan, Alton alton.jordan@doav.virginia.gov Active	Business 5702 Gulfstream Road Richmond, VA 23250-2422	Business 804-236-3644
Sponsor Contact		VA Skies Authority Active	Hobbs, William whobbs@flying.net Active Chair	Business 123 White Cloud Road Emporia, VA 23847	
VAB Member		Virginia Aviation Board Active	TBA Active	Business VA	

A user can open an email to a contact or open a website by clicking on an address shown in blue.

7.5 Comments Tab

The Comments tab contains general comments related to the airport.

GENERAL	MISCELLANEOUS	PRIORITY RATING	CONTACTS	COMMENTS
<div> VA Skies is a fictitious airport used for examples. </div>				

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